

SUSTAINABLE REMEDIATION FORUM
BOARD OF TRUSTEES MEETING SUMMARY – DRAFT
 March 30, 2012

- Additions to Agenda
- Approve last board’s final meeting minutes
- Committee Survey Questions
- Update on recent discussions with Karlyann
- Meetings Committee Liaison position volunteer from Board
- Battelle booth and social activities
- Committee reports
 - Meetings
 - Finance
 - Technical Initiatives
 - Communications/Outreach
 - Membership
 - Nominations
- Other business
 - US: new developments, policies, or conferences
 - International: new developments, policies, or conferences
- Next meeting

Attendees:

Karin Holland, President	✓	Stewart Abrams	✓
Nick Garson, Vice President	✓	Angela Fischer	✓
Karina Tipton, Secretary	✓	Mike Miller	✓
Brandt Butler, Treasurer	✓	Curt Stanley	
Paul Favara, Past President (non-voting attendee)	✓	Dan Watts	✓
Mike Rominger	✓		

Quorum confirmed. Meeting (teleconference) called to order at 1:05 EST.

- Additions to Agenda
- Approve last board’s final meeting minutes – Approved.
- Committee Survey Questions. Angela: propose that we canvas the membership to provide best practices, checklists, and example contract language (that are non-proprietary) to share amongst the membership on behalf of SURF as examples. Communications group would send survey. Keep separate from the request for TI proposals. Propose committees put together questions for survey and send to Maile by next week. Mike R offered a survey monkey account for use during this exercise. Discussion on contracting language and the need to avoid proprietary language or that which will provide a competitive advantage to future bidders, and must confirm all approvals are granted. Also need to confirm that we avoid violation of anti-trust requirements by exclusion of materials. Talk to Karlyann on this once we have some examples to use.

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- Discussions with Karlyann
 - International Travel – sponsoring members is appropriate as long as we are not providing money directly to international organizations. Guidance document has been updated and is under review, after finalized will have a discussion with Karylann. Additional questions relating to how we could support other members. Recent discussions with regulators re: joining SURF have indicated that it would be an incentive for them to join if travel grants/awards could extend their current abilities to travel.
 - ISO participation may occur as members of an organization as long as we are not giving money. Money is required for administrative costs of meetings. Paul Nathaniel is still coordinating on international level to determine how this involvement would be structured.
 - Research foundation funding – suggested that the foundation be under the SURF umbrella and come up with a service agreement with universities to provide funding – under a 501(c)3 may be a better option than incorporating a new foundation.
- Meetings Committee Liaison position volunteer from Board. Karina volunteers.
- Battelle booth and social activities. Grant Geckler/GEO would like to sponsor a SURF event. Event should be a happy hour/reunion/informational session about SURF. Also student competition and sponsors networking luncheon will take place at Battelle and will be a good opportunity for academic outreach. Pamela and Mike Miller plan to attend.
- Committee reports
 - Meetings – Mike R: SURF 20 Ft Collins Colorado State. Still confirming budget for the events. SURF 21: We will only have 100 spots available for this meeting because of NAS accommodations and will require insurance coverage for on-site participation. Brandt is negotiating next years' insurance policies to include. 2013 standing offer from Maile for a meeting in CA. 2013 may include a meeting at WM headquarters as well. Stew would also like to host a meeting in the Philly area and CA Groundwater Resources Association (GRA) has also offered to host.
 1. Suggest getting agendas out at least 1 month/six weeks in advance to help with advertising.
 2. NAS restrictions on venue: Mike R suggests planning committee to come up with ideas to manage applications for the meeting. WebEx may be an option for remote attendees; the facility has full audio/visual. Presentations for WebEx must be submitted ahead of time and if no presentation, show the agenda on the screen. Check for video conferencing as well.
 - Finance – Brandt: Currently filing contractor disclosure plans and insurance. Also more concerns with PayPal becoming more undependable. Grant Geckler working with Brandt and has suggested using Google Checkout. Fees are comparable and Brandt considering using this for the July meeting to test the functionality. No additional treasurers "apprentice" interest received.
 - Technical Initiatives – Karin:
 1. Request for TI proposals will go out next week to the membership.
 2. Sustainable Remediation and redevelopment perspective paper out to general membership. Have received 15 volunteers to review it and Kathy Adams is providing a quote for technical editing.
 3. Webinars – Stephanie to meet with Clu-In to determine what tools they use.

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4. Follow up with EPA discussion (summarized last week) – it is much more difficult for EPA to travel to meetings and therefore webinars/live meetings are attractive. Also interested in a) different forms of energy use: what they are and how sustainable they are, b) worker safety, c) case studies for EPA to use. Suggest we should come up with list of questions prior to inviting her for a Board call.
 - Board would like to avoid worker safety all together.
 - Case studies would be a useful way to help the USEPA but must be fair in accordance with the different methodology available (ASTM, ITRC). This is one of the Board’s objectives as well, so show they are applicable to EPA initiatives at the same time.
 - Board will come up with a process to respond to EPA TI suggestions – Dan Watt’s and Karin will work on it, and Karin will let EPA know we are moving forward.
- Communications/Outreach: Angela: committee meeting next week. Currently reinvigorating Regulatory Outreach Initiative, and compiling a resource of "synergistic organizations" that we can reach out to, share information, and maybe gain some new members/interest.
- Membership: we have 111 paid members for 2012 and are currently reaching out to the memberships to renew and pay this week. Also asking for sponsors to clarify who their complementary memberships are to be applied towards.
- Nominations – on hold for a few months.
- Other business
 - US: new developments, policies, or conferences
 1. Mike Miller still accepting “invited abstracts” for UMass conference in October – Abstracts are due on April 6th.
 2. Query to determine if any individuals are providing comments to ASTM documents – Karin and Stew were planning on it.
 - International: new developments, policies, or conferences
 1. Vienna conference: queried organizers to determine if any topics that SURF could offer that are in particular interest to them. They are meeting and will get back to Karin.
- Next meeting – Scheduled for 4/13.

Meeting adjourned, 11:11PT/2:11pmET.

The preceding represents the author's interpretation of the items discussed at the meeting. Please contact me with any discrepancies, changes, or clarifications in writing for inclusion in the record.

Respectfully submitted by,
Karina J. Tipton, Secretary